STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO   : Chief, Intelligence School   DATE: 29 October 1957

FROM   : Chief, Clerical Training   25X1

SUBJECT: Report Number 44, Week of 22 - 28 October 1957   25X1

    1. <u>Numbers in Clerical Induction Training</u>. During the week of
22 October there were [ ] people in Clerical Induction Training. Of   25X1
these [ ] were entering for the first time.

    2. <u>Numbers in Clerical Orientation Training</u>. There were [ ]
people in Clerical Orientation for the week of 22 October.

    3. <u>Results of Official Agency Testing Administered by Clerical</u>
<u>Induction</u>. The results of the tests administered to the entrance-on-
duty employees for the week of 22 October were as follows: 25X1

	Tested	Qualified
Shorthand		
Typewriting		

    4. <u>Results of Official Agency Testing Administered by Clerical</u>
<u>Refresher</u>. The results of the tests administered to the on-duty
Agency clerical employees on 22 October were as follows: 25X1

| | Tested | Qualified |
|------------|--------|-----------| 25X1
| Shorthand | | |
| Typewriting| | | 25X1

    5. <u>Returning Trainees to Clerical Induction Training</u>. The Office
of Personnel has been requested to "take back" a number of clerical
employees who were assigned to Offices during this last summer. It has
not yet been determined but it is anticipated that Personnel will request
clerical training to provide additional training for these employees in
order to make it possible for them to be reassigned. The kind and scope
of training will be ascertained after a series of interviews have been
conducted with these employees.

    6. <u>Visit to</u> [   ] The Chief of Clerical Training visited [   ]
[   ] on 24 October. [   ] was interested in surveying the needs
for clerical training in shorthand at that post. She discussed tentative
plans for a program of self-study in shorthand with the Personnel Officer.
Such a program would be followed up by a series of regular visits by a
member of the Clerical Training staff for the purpose of assiting the employees
who were studying this subject matter and measuring their achievements.

                                                                          25X1

                                                                          25X1

7. <u>Draperies Installed</u>. As a further attempt to improve the acoustics in the large Clerical Orientation lecture room at 1016 16th Street (Room 501), draperies have been installed on three walls of the room. Coupled with the permanent public address system installed last week, we hope the strain on the lecturers now will be noticeably lessened.

25X1